



Employer's Internet Recruiting Guide


e-recruitment made e-z . . .





Table of Contents

Introduction	i
Benefits of Internet Recruiting	1
How to Search on the Internet	2
Where to Search	3
Register at KansasJobLink	4
The Employer Home Page	7
Creating a Job Order	8
Inactive Jobs	12
Search	13
Careers	15
Other Information	17
Automatic E-mail Matches	19
How to Write an Internet Job Description	20
Marketing Your Job	21
Internet Recruitment Web Sites	22
Advantages of E-recruitment	24



Introduction

Over the past decade, technology has made great strides. The most important and revolutionary item is undoubtedly the Internet. Because of the convenience and popularity of the Internet, it becomes increasingly necessary to offer services via the Web. One of these services that has expanded over the past several years is employee recruitment.

As an employer, your time is valuable and finding the right employee shouldn't be a time-and-cost intensive process. By utilizing the services available at your fingertips, employee recruitment will evolve into an economical, efficient, and rapid real-time activity.


www.kansasjoblink.com

This guide will provide you the assistance you need to familiarize yourself with the electronic recruitment process or e-recruitment. It will also provide you with reasons to consider KansasJobLink as your primary online recruiting tool, and it will give you step-by-step directions on how you can register, post a job, and search for employees easily and effectively.

KansasJobLink is not just a Web site. It provides you access to 100,000 job seekers browsing our job database and 30,800 resumés to preview. Currently, more than 2,000 employers are registered in the system and advertise 47,000 jobs annually. Professional staff are available to help you during regular office hours.

Benefits of Internet Recruitment

Advertising your jobs on the Internet is easy, economical, and is already working for more than 2,000 employers.

Advantages to Using the Web

1. It's free!!! By using KansasJobLink, you will receive full service free of charge. From personal assistance to setting up your own account, you will receive the best service at no cost. No longer will you need to retain a professional employment recruiter for specialized services.
2. Getting started requires very basic computer technology. It's as simple as a fax machine or e-mail.
3. Small companies with limited recruiting budgets can now compete with large companies in the search for the best candidates.
4. You can link to your company Web site from your Internet job description and encourage the job seeker to take a closer look at what you have to offer.
5. Select from a wide array of Internet recruitment companies to do the work for you.

Newspaper Ad vs. Internet Job Posting

1. An Internet job description is immediately accessible; newspapers need lead time.
2. If you need to make a change to your Internet job ad, it can be done immediately.
3. An Internet job description can be accessed 24 hours a day, 365 days per year.
4. You can track your results by counting the "hits" to your Internet job description.
5. The Internet enables employers and job seekers to be more specific about their requirements since more content can be included at less cost.
6. You have access to thousands of resumés that have been posted, and you can use our site's talent matching analysis to sort out those that do not meet your criteria. Paper resumés need to be read individually.
7. Invite the viewer of your ad to apply online and link directly to a Web-based application.
8. Your Internet job posting can be viewed for the length of time you choose.
9. The Internet expands your columns beyond the one-inch rule held to by newspapers to a wider column which is easier for people to read.
10. There are 350 million Web users worldwide who can access your Internet job description.

How to Search on the Internet

Searching for your recruit on the Internet can be a relatively easy process, provided you know how to search.

Keywords play an important role in today's e-recruitment. It is essential for you to understand the concept of keywords, whether you are searching resumés on the Internet to find a job applicant or constructing your job ads to be posted on career Web sites.

Keywords are important to your job ad.

By using keyword searches, you can find suitable job candidates faster and in higher volumes on the Internet than any other employee search method.

You can help the right candidate locate your electronic ad by using keywords to describe the position. Try to list terms that potential candidates might use to define the job they want. All positive aspects of the job should be included. When the job seekers enter those words into the search fields, they will find a match with your Internet job description. For example:

Computer Programmer/Analyst Keywords

- IBM S/390 MVS environment
- Using COBOL, CICS and DB2
- Web-based programming using cold Fusion
- Change platform of client files from VSAM to DB2 database
- Salary \$55,000+
- Bachelor's degree

Typical job seekers are only going to think of a few words (in occupation-specific terminology) to describe the positions they want, so be sure to include the most alluring components of the position including its unique duties and required skills (include industry buzz words), the geographic location, the community, or other positive aspects of the job, when creating your Internet job description. This method will allow you to capture the widest possible audience and produce the greatest number of hits.

www.kansasjoblink.com

Select *Register*

This is the entry screen to KansasJobLink. New users, whether job seekers or employers, should click on *Register*.

Creating an Employer Account in KansasJobLink is an easy process:

Step 1 – After clicking the *Register* tab, select the *Employer* link to access the New User Registration page (see pages 4-6).

Step 2 - Create your own unique User name and Password, complete the information requested about your business and click the *Submit* button (see page 5).



Step 3 – Click on the *Create a Job Order* tab and provide the appropriate information about your job opening(s) (see pages 8-11).

KansasJobLink support staff will verify your employer status within 24 hours of submittal. Your contact information will only be used if additional information is needed to verify your account. If you provide us with an e-mail address, an e-mail will inform you when your account has been approved. If you do not provide an e-mail address, you may assume your account is approved after 24 hours. If you are unable to access your account after 24 hours, you may call our toll-free help desk at **1-866-444-LINK** during regular business hours.

Once your account has been approved, your job order will appear on KansasJobLink and you will be able to access jobseeker resumés that match your job classification and qualifications. If you select to have automatic e-mail matches, new jobseeker resumés that match your job qualifications will be sent to you when they first appear on KansasJobLink.

Register at KansasJobLink

New User Registration for Employers

New User Registration for Employer

Please use a User Name that you will not forget, such as your last name with first initial. By submitting your e-mail address, you will be able to retrieve your password later, in case you forget it.

If you do not have an e-mail account click the following link for a list of free Internet e-mail providers.

We request that you select a question and enter the answer to be used to remind you of your password should you forget it.

* User Name (6 to 20 characters)

* Password (6 to 20 characters)

* Repeat Password

* Email address

* Select a question

* Answer to selected question

* Company or Agency

Company Description (1000 character max.)

* Address

Address line 2

* City

* State

* Zip

Company website

* Employment ID Number

State

* Unemployment ID Number

Federal Contractor ☐ Yes ☐ No ☐ N/A

* Contact First Name

Contact Middle Name

* Contact Last Name

* Contact Job Title

* Phone Ext.

Fax

Follow the employer links to *New User Registration for Employer*.

To become a KansasJobLink member and be able to *post job openings* and search for qualified employees, it is necessary to enter information about your company in the appropriate fields. You will be asked to designate a unique user name and password, so you may need to try more than once to find one that hasn't been taken. To access KansasJobLink, you must know your user name and password, so remember to write them down!

Computer Hints

- Using KansasJobLink works best if you have a fairly new version of an Internet browser. (See Browser Settings at the bottom of the home page.)
- Have "cookies" enabled.
- Remember to write down and keep your user name and password in a secure place.

Specific information and hints on completing your account information in *New User Registration* and *Creating a Job Order* can be found on the next page. If you have specific questions about creating your account, creating your job order, or updating your information, please call us toll free at **1-866-444-LINK** during regular business hours, Monday to Friday, 8 a.m. to 5 p.m.

Register at KansasJobLink

New User Registration for Employers

User ID – Create a User name of 6-20 characters (numbers, letters or a combination of both).

Password – Create a password of 6-20 characters (numbers, letters or a combination of both).

Repeat Password – Reenter your password for verification purposes.

E-mail Address – Enter your company's e-mail address.

Select a Question – In case you forget your password, you need to select a question from the drop down box and an answer to the question to verify your identity.

Answer to Selected Question – Enter an answer to the selected question.

Company Name – Enter the name of your company or business.

Company Description – Enter a brief description about your company/business products and/or services (2,000-character maximum).

Address/Address line 2 – Enter your company/business address.

City – Enter the city where the company/business is located.

State – Enter the state (from the drop down box) where the company/business is located.

ZIP – Enter your five-digit zip code.

Company Web site – If your company/business has a Web site, enter the address.

Register at KansasJobLink

New User Registration for Employers

Federal Employment ID Number – Enter your company/business federal employment tax ID number as follows: first two digits – remaining seven digits XX-XXXXXXX.

State Unemployment Tax ID Number – Enter your company/business state unemployment tax ID number (six digits).

Federal Contractor – Use this link if you are an employer who receives at least \$25,000 in federal funds, including banks that make deposits in a federal reserve bank (FDIC).

Contact First Name – Enter the first name of the contact person for the company/business for KansasJobLink purposes.

Contact Middle Name – Enter the middle name of the contact person.

Contact Last Name – Enter the last name of the contact person.

Contact Job Title – Enter the job title of the contact person.

Phone – Enter the 10-digit phone number of the contact person in the format indicated.

Fax – Enter the company/business/contact person's 10-digit fax number in the format indicated.

The Employer Home Page

Using KansasJobLink



The following information will give you a brief description of each section.

Active Jobs – This is the page that will allow you to *create a job order*.

Inactive Jobs – If you have previously inactivated a job order, the job order will be listed on this page.

Search – This feature allows you to search by two methods: *All Resumes* and *Resumes by Type of Job*.

Careers – You can research the latest trends in labor market information.

Account Info – This page contains the company and contact information you provided when registering with KansasJobLink.

Activity Log – You may enter any personal notes about your account or about search activity regarding your job order(s).

Home Page – You can list your company/business Web site link by providing the Web site address, or you can create sections that provide additional information about the company/business products, services, or employee benefits by clicking on the *Sections* tab.

Password – You may change your account password.

UI Tax – You have a direct link to the Unemployment Insurance Internet Tax site, and you can create a state unemployment insurance tax account or make changes to your established tax account.

WARN Listings – Employers have access to the requirements of the **Worker Adjustment and Retraining Notification Act (WARN)** which requires certain employers to give advance notice to workers of an impending plant closing or mass layoff.

Creating a Job Order

Introduction and Job Details

Step 1 – Click on *Create a Job Order*.

Step 2 – Select a Job Classification for your job order by entering keywords that are similar to the job title you desire. If you are unsure of the appropriate words, click on *Most Common* to review the most common job classifications. Always read the description provided for the job classification selected to ensure appropriateness.

Step 3 – Complete the Job Order pages: Job Details, Job Description, Benefits and Skills.

Job Details

Job Title – Enter the company/business job title.

Preferred Education Level – Enter the education level needed to perform the job.

Low Salary – Enter the minimum salary level established for the job in total dollars (e.g., 15,000 annually or 10.00 hourly).

High Salary Level – Enter the maximum salary level established for the job in total dollars (e.g., 20,000 annually or 15.00 hourly).

Salary Type – Select either hourly or annual.

Company and contact information will be entered automatically from the information collected when you created your account.

Would you like to receive resumé matches by e-mail? – If you select *Yes*, you will receive new resumés daily by e-mail that match your job classification and requirements.

Number of Positions – Enter the number of positions that you intend to fill for this job title.

Notes to Yourself – For your use only. This information will never be displayed on the job order that appears on KansasJobLink.

Creating a Job Order

Job Details

Disclosure Level – You can determine what company/business information will be displayed on the KansasJobLink job order.

All Information – All company/business information will appear, except notes to yourself.

Search Only/No Display – No company/business information will appear, but you will be able to search resumés.

“Blind Ad” No Company Identification – All job order information will appear, except company/business identification and contact information.

Administrative Purposes Only/No Display – For use by KansasJobLink.

Is this job an apprenticeship? – Select Yes if the job is an apprenticeship training position.

How would you like to receive information from applicants? – Select the method(s) in which you will accept information from job applicants.

If you checked e-mail, which format do you prefer for attachments? – Select the format that you want the job applicant to use in sending attachments.

This job order should automatically expire in how many days? – Indicate the number of days that you wish the job order to be active on KansasJobLink.

Absolute Expiration Date – You may select an exact date for this job order to expire.

Creating a Job Order

Job Description

Job Description

Description and Duties of the Job – Give a brief description of the duties that will be required in performing this job.

Specific Skill Requirements, Essential Job Functions, and Bona Fide Occupational Qualifications – List or highlight any essential skills or occupational qualifications required in order to perform this job (e.g., Driver's Licenses, Teacher Certification, Advanced Educational Studies, Journeyman, etc.).

Required Years of Experience – Indicate the minimum number of years required to perform this job.

Required Months of Experience – Indicate the minimum number of months required to perform this job.

Commission/Tips – Indicate if a commission or tips can be earned in performing the duties of this job.

Select Shifts – Select the shift(s) the person will work in the performance of these duties, including the time period of the shift.

Other Shift Schedules – If there are other shift arrangements, you may use this section to explain them.

Employment Type – Indicate if this is a full-time position, part-time position, or a position to be filled by an Intern.

Number of Hours per Week – Indicate the number of hours per week the person will be expected to work.

Available Starting – Indicate when you expect the person to be able to start work.

Temporary Position – Indicate Yes if the position is temporary.

Travel Required – Indicate Yes if travel is required to perform the job.

Accessible by Public Transportation – Indicate Yes if the job location is accessible by public transportation.

Relocation Required – Indicate Yes if the person must relocate to the area in which the job is to be performed.

On-the-Job Training – Indicate Yes if you will provide on-the-job training to the person selected to fill the job.

Benefits and Skills

Benefits

Indicate any medical/dental benefits, child care, or other benefits provided by the company/business from the drop down menus and the benefit table. If you have miscellaneous benefits not already listed, you may describe them in the miscellaneous benefits section.

Skills

A set of skills is provided for the job classification that you initially selected. Completion of this section is optional. You may select skills that you feel are important to this job by indicating **Yes** next to the skill described. When you are conducting a resumé search, the skills that you identify will be matched against the skills identified by jobseekers, providing they completed this section. You will be able to compare positive matches that were selected by you and the jobseeker. If you want to identify skills not listed in this set, you may click on the *Add Skills* link at the top of the skills page and list those additional skills.

Inactive Jobs

If you have previously inactivated a job order, the job order will be listed on this page.

Information will include:

Job title

How the job was filled

A *search* link if you want to look at current resumés that match the job classification

Date the job order was created

A link to make the job order active, if you want to reactivate the job order

A link to *delete*

When you inactivate a job order, you will be asked to select a reason for the inactivation from a drop down menu.

KANSAS JobLink

11/23/2002 12:27 PM Home Logout Career Info Profiles Jobs Print Page

Control Panel

- ☐ Active Jobs
- ☐ Inactive Jobs
- ☐ Search
- ☐ CIS
- ☐ Profiles
- ☐ Account Info
- ☐ Activity Log
- ☐ Home Page
- ☐ Password
- ☐ UI Test
- ☐ WARR Listings

Statistics

5663 Jobs
3492 Resumes

Feedback

Please provide us with feedback on our system.

You can also send a support email or call us (toll free) at 1-866-444-LINK or in Topeka call (785)236-0256.

Inactive/Closed (1 of 6)

To edit a job order, click on its job ID#

Status	Job Title	Fulfillment Status	Resume Search	Date Created	Change Status	Delete
Inactive	QA	Position no longer available.	Search	10/12/2001	Make Active Copy	Delete
Inactive	RA	Job filled by KansasJobLink candidate.	Search	10/17/2001	Make Active Copy	Delete
Inactive	RA	Position no longer available.	Search	11/02/2001	Make Active Copy	Delete
Inactive	NA	Position no longer available.	Search	11/06/2001	Make Active Copy	Delete
Inactive	QA	Position no longer available.	Search	11/06/2001	Make Active Copy	Delete
Inactive	QA	Position no longer available.	Search	11/06/2001	Make Active Copy	Delete
Inactive	QA	Position no longer available.	Search	11/06/2001	Make Active Copy	Delete
Inactive	Administrative Assistant	Position no longer available.	Search	09/24/2002	Make Active Copy	Delete

Create Job Order

The choices are:

Job filled by KansasJobLink candidate

Job filled by non-KansasJobLink candidate

Position no longer available

Search

This feature allows you to search by two methods: Search All Resumés and Search Resumés by Type of Job.

Search all resumés

You may search jobseeker resumés by the following factors:

Keyword(s) – Enter the keyword(s) that relate to the job functions, e.g., receptionist, maintenance mechanic, etc. Try to keep the keywords as specific as possible because the search will match on the keywords appearing anywhere in the body of the resumé.

County – You may search by local labor market area by selecting the area desired, e.g., Dodge City area, Emporia area, etc.; or by specific county; or by a county and up to five surrounding counties by clicking the box *Including Surrounding Counties in Results*.

You may choose any or all of these factors when conducting a search for jobseeker resumés. You may conduct a statewide search of resumés by choosing *All Areas* in the County drop down box.

If your search strategy does not yield positive results, you may modify your search requirements by clicking on the *Modify Search* link in the Control Panel and selecting a different criteria or combination of criteria.

Years Experience Required – Indicate the years experience required and KansasJobLink will match those resumés reflecting the number of years experience required.

Required Education – Select the required education level to perform the job and KansasJobLink will match resumés that reflect the appropriate education level.

Type of Employment – If you want to review resumés for jobseekers interested in full-time, part-time or intern jobs, select the corresponding category in the drop down box.

Preferred Shift – If you want to review resumés of jobseekers based on the shifts the jobseeker will work, select the appropriate shift(s) in which the work will be performed.

Exclude Candidates Desiring Temporary Work – If you want to exclude candidates seeking temporary work, check this box.

Travel Required – If you want to review resumés of jobseekers who are willing to travel, check this box.

Search resumés by type of job.

Search Resumés by Type of Job

Enter the job classification or job title that you selected for your job order in the keyword(s) box and click on *Search* to access jobseeker resumés with the same job classification, or you can click on the *Most Common* tab and select a related job classification to search jobseeker resumés.

The Top Bar

When you access a page listing resumés, you will notice a bar at the top of the page that looks like:



The bar allows you to search the complete list of resumés by *Objective*, when the resumé was *Last Updated*, years of *Experience* or *Education*.

Objective – If the arrow points up, the listing is alphabetical A-Z. If the arrow points down, the listing is alphabetical Z-A.

Last Updated – If the arrow points up, the listing is ascending with the oldest updated resumés listed first. If the arrow points down, the listing is descending with the most current updated resumés listed first.

Experience – If the arrow points up, the jobseekers with the least experience are listed first. If the arrow points down, the job seekers with the most experience are listed first.

Education – If the arrow points up, the jobseekers with the lowest level of education are listed first. If the arrow points down, the jobseekers with the highest level of education are listed first.

REMINDER – You can search jobseeker resumés that match your job classification on the **ACTIVE JOB ORDER PAGE** by clicking on the **Search** link to the right of the job title. This link will take you directly to those resumés that match your job classification with the most recent resumés displayed first.

Employers can research the latest trends in labor market information.

The KansasJobLink Career Information feature allows you to research the latest trends in labor market information. You can get information on *High Growth* jobs that are in the greatest demand in the Kansas Labor Market by sorting based on percentage growth, number of openings, and geographically, statewide or by region. You can designate the number of occupations that you want displayed.

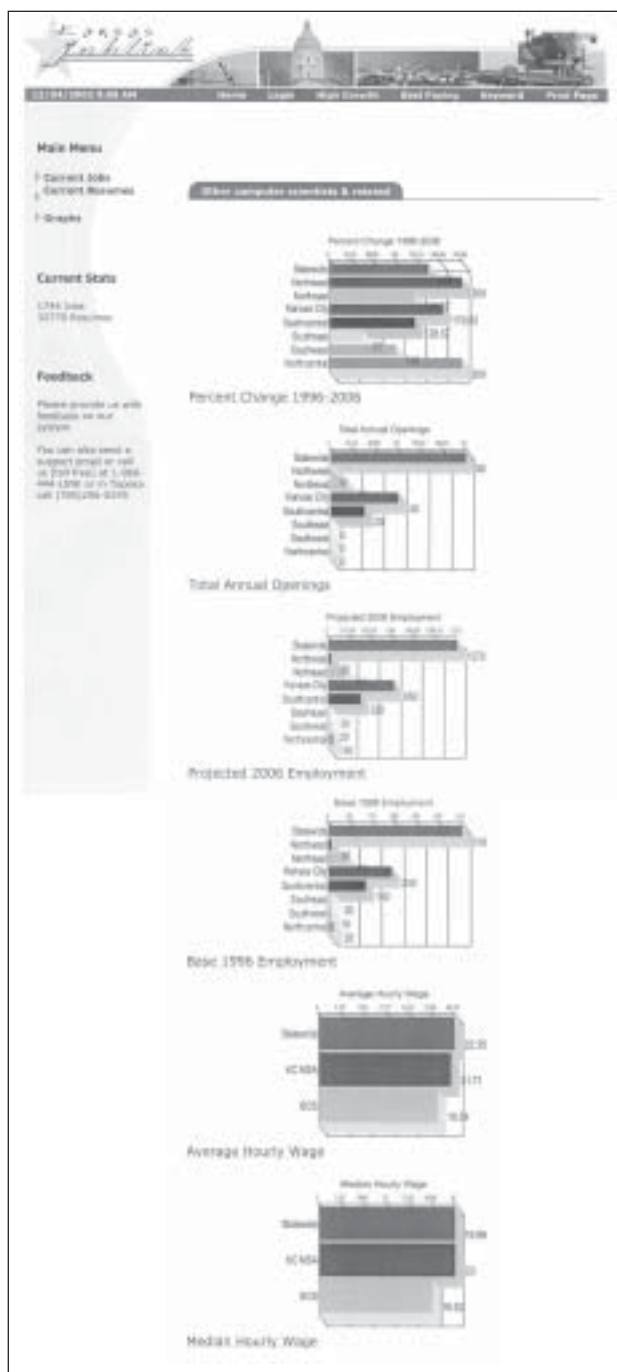
If you desire to look at a specific job, you can click on the job title and get comparative information displayed graphically by percentage change or by total annual openings over a 10-year period. If you want to look at current jobs or resumés posted on Kansas JobLink for that job title, you may click on *Current Jobs* or *Current Resumés* under the Main Menu.

If you would like to compare two or more occupations graphically in terms of percentage growth or numbers, you can select two or more occupations by checking the box to the right of the job title; then click on the *Compare Selected* tab at the bottom of the table.

You can get information on *Best Paying* jobs in the Kansas Labor Market by sorting on Highest Paying (Hourly Wage) – Average or Median, and geographically, statewide or by region. You can designate the number of occupations that you want displayed.

If you desire to look at a specific job, you can click on the job title and get comparative information displayed graphically by percentage and actual growth over a 10-year period, base and projected employment, and average hourly and median hourly wage. If you want to look at current jobs or resumés posted on KansasJobLink for that job title, you may click on *Current Jobs* or *Current Resumés* under the Main Menu.

If you would like to compare two or more occupations graphically in terms of average hourly wage rate, median hourly wage rate, and average annual wage rate, you can select two or more occupations by checking the box to the right of the job title, and then clicking on the *Compare Selected* tab at the bottom of the table.



If you would like to search career information on job titles by keyword, you can click on *By Keyword*, enter the keyword(s) in the keyword box, select average or median under *Highest Paying (Hourly Wage)*, designate geographic area – *Statewide* or by *Region*, and click on the *Search* tab. Information provided on this page includes mean and median hourly wage and mean annual wage.

If you desire to look at the specific job, you can click on the job title and get comparative information displayed graphically by percentage and actual growth over a 10-year period, base and projected employment, and average hourly and median hourly wage. If you want to look at current jobs or resumés posted on KansasJobLink for that job title, you may click on *Current Jobs* or *Current Resumés* under the Main Menu.

Account info, activity log, home page, password, and UI tax

Account Info – This page contains the company and contact information that you provided when registering with KansasJobLink. If you would like to change any of the information, you may delete and add the information desired and click on the Save tab at the bottom of the page.

Activity Log – You may enter any personal notes about your account or about search activity regarding your job order(s).

If you click on the *Activity Log* tab, you can access previous resumé search activity on job orders by job title that lists the candidate's name, candidate's objective, e-mail activity, and delete activity.

Home Page – You can list your company/business Web site link by providing the Web site address, or you can create sections that provide additional information about the company/business products, services, or employee benefits by clicking on the *Sections* tab. You can add or edit an unlimited number of sections.

Password – You may change your account password by entering your user name, current password, new password, and verifying the new password.

UI Tax – You have a direct link to the Unemployment Insurance Internet Tax site and you can create a state unemployment insurance tax account or make changes to your established tax account. This link gives you access to Kansas Employment Security Law by clicking on the *Guide to the Kansas Employment Security Law*.

Coming Soon: You will be able to file your quarterly wage report and unemployment tax return online.



WARN listings and feedback

WARN LISTINGS

You have access to the requirements of the **Worker Adjustment and Retraining Notification Act (WARN)** which requires certain employers to give advance notice to workers of an impending plant closing or mass layoff. Information is provided regarding *What does WARN require?* and *Who must receive notice?*

A link is provided to a listing of companies/businesses who have issued WARN notices.

FEEDBACK

If you have questions about KansasJobLink or would like to provide input on enhancements, you can call our toll free number at **1-866-444-LINK** or e-mail us by accessing our Feedback feature.

Feedback can be found at the bottom left corner of each page and can be accessed by clicking on the *Feedback* link or the *Support e-mail* link.

AUTOMATIC E-MAIL MATCHES

If you have indicated that you would like to receive automatic e-mail matches, you may get an e-mail listing of new jobseeker resumés on a daily or less frequent basis. The resumés are selected based on your job order job classification. You may access the resumés by clicking on the link highlighted and underlined, logging into your account, and reviewing the resumés listed.

You may receive an e-mail resumé directly from a specific jobseeker through KansasJobLink if you have provided an e-mail address and indicated e-mail as a method of contact. The e-mail will include a standard cover letter introducing the jobseeker and a link highlighted and underlined. You may access the resumé directly by clicking on the link provided.

There may be times when your e-mail system may not be compatible with the e-mail system that KansasJobLink uses; therefore, the link may not be highlighted. You will need to use your edit function to copy the link and paste it to the address bar of your browser.

If you have problems with this feature, please contact us at our toll free number **1-866-444-LINK**.

How to Write an Internet Job Description

Creating a successful job ad requires a good vocabulary and enough knowledge of the job to clearly describe the position and its requirements. The ability to sell the job's advantages in a persuasive manner and to make it sound attractive and appealing to the job seeker is the key to getting more responses.

Whether you are writing a job description for the Internet or filling out an online job ad, there are key components that should be universally used.

Be sure to address the key aspects of the job and employment conditions; then articulate the specific items that will generate the most interest and response. Write a rough draft; then rework the ad to improve its fluency.

Internet Job Description Key Components:

- The job title and an appealing job description.
- A comprehensive listing of the necessary and desirable requirements.
- An accurate company portrayal.
- The compensation, benefits, and other human resources details.
- Specific information regarding how to apply for the job.

Can your job be found?

Placing your job ad

You will benefit from maximum exposure by placing your job ad on the Internet in:

- Mailing lists
- School sites
- Newspaper classifieds
- Newsgroups
- Online job banks
- Your company Human Resources Web page

Market your job listings

- List the URL on your brochures and business cards.
- Tell your recruiting partners your Web pages are available.
- When you list your jobs in other locations, link them back to your corporate site.
- Get a highly visible link placed on the corporate Web server.
- Put the URL in your print ads.
- Put the URL in your signature file on all e-mail correspondence.

Managing results to improve time and cost of recruitment

- Use methods to track your results by recording source codes to identify job, ad campaign and source of the response.
- Compile data on number, quality and time lag of responses.
- Compile data on number of hires and cost.

Networking your job ad*

Be sure to link your ad to other sites including:

- Your company Web site
- Best customers
- Local newspaper
- Professional organizations
- Schools
- Recreational opportunities

** Remember to consult the company before providing a link to their Web site.*



Internet Recruitment Web sites

1. KansasJobLink

www.kansasjoblink.com

Open your account online at www.kansasjoblink.com or call (877) 444-LINK.

KansasJobLink is a free job match and workplace information service for employers and job seekers. Employers can access a variety of services through KansasJobLink, including managing job openings and searching for candidates, completing an application for an unemployment tax account, and receiving assistance from our professional staff in recruitment.

2. EmploymentGuide.com

www.employmentguide.com

Call (816) 920-5627 or (877) 741-9534. Internet products and job postings range from \$30 to \$500 a week. *Employment Guide* offers both print and Internet recruitment advertising. The *Employment Guide* is a free print publication that features job advertisements. It is distributed in more than 60 cities nationwide with a weekly distribution of over 2.5 million copies. EmploymentGuide.com and HealthCareerWeb.com are the Internet Recruitment sites. These sites feature resumé databases, an automated resumé search agent, and advertising banners and buttons.

3. Careerbuilder.com

www.kansas.com/careerbuilder

Call (316) 262-4222. Easy posting! Single job posting is only \$100 for 30 days. Discount packages are available for 3-10 job postings. Post a company profile for only \$100 per month with Brand Builder. Resumé Database access cost for one month is \$900, three months is \$2,500 and the annual fee is \$6,000. You have full control of your ad; you can edit your ad or even change the job throughout the 30-day run. Your CareerBuilder ad is visible on more than 200 Web sites and reaches more than 8.6 million unique visitors per month.

4. Flipdog.com

<http://www.flipdog.com>

Call (877) 887-FLIP (3457). A single ad with a 30-day term is \$95. One of the Internet's largest job collection sites, Flipdog has more than 320,000 jobs from more than 42,000 employers and a resumé service in excess of one million current resumé. The database is searchable by keyword, location, and industry with resumé forwarding to employers.

Internet Recruitment Web sites

5. The Monster Board

www.monster.com

Call (800) MONSTER. Choose Option 1. One of the nation's largest employment ad agencies, ads start at approximately \$305 for 60 days. This is considered the most renowned and largest online network since it hosts more than one million job postings each month and has more than 3000 Web pages of content. Job seekers tend to use this site frequently because they like the following features: resumé management, privacy options, customized search, and e-mail delivery of matches.

6. CJobs.biz

<http://cjonline.com/cjobs>

CJobs.biz is the online employment product of the Topeka Capital-Journal. Features include a searchable database of job listings and resumé listing ability for job candidates. Employers can reach qualified local candidates quickly and easily by having their jobs posted online. Employers can also purchase company profiles or buy a resumé subscription service. Save time with our built-in tools to manage your jobs, match jobs to candidates, manage and track responses, and manage your company profile. CJobs.biz will even pull jobs from your company's Web site for you.

7. Workforce Alliance of South Central Kansas

<http://www.usworks.com/WorkforceAlliance>

Sponsored by the Workforce Alliance of South Central Kansas, this site has features of interest to three user groups and is available at no cost. Employers can compare their labor force characteristics to other companies in the same industries, review current salary trends, post job listings, and review applicants online. Workforce and Economic Development Professionals can research the local labor market by occupation and industry, view current local labor market survey results, and access comparable data in other locations across the country. There are also many services available to jobseekers. Although the site focuses on the labor market within Butler, Cowley, Harper, Harvey, Kingman, Reno, Sedgwick and Sumner Counties, the content is valuable to other users across the state. For more information, call (316) 337-9444 or (877) 337-9444.

Advantages of E-recruitment

E-recruitment has many advantages, as you have undoubtedly discovered while reading this booklet. Making KansasJobLink your primary tool in that process will have great benefits for you.

Remember, KansasJobLink is just a click away. Logon to www.kansasjoblink.com and begin managing your free account today!


www.kansasjoblink.com

“We were having quite a bit of difficulty filling a warehouse position at K.R. Johnson, so we decided to post the position on KansasJobLink. In a very short amount of time, KansasJobLink provided us with several applicants leading to the position being filled. The service worked so well, we will continue to post other vacant positions. “

— John McQueeney, President
K.R. Johnson, Inc., Lenexa

“KansasJobLink is an amazing tool for employers, especially if you need to fill a position quickly. We posted two job openings on KansasJobLink, and within 24 hours we had an abundance of qualified applicants. It’s significant that the applicants we received have already met certain criteria and are ready to take the next step. We are still working through the interview process, but several of the candidates pulled from KansasJobLink are in the running.”

— Sandy Licata, Executive Director,
Kansas Women’s Business Center, Lenexa